

GENERAL DEFINITION OF WORK:

Performs responsible technical work providing basic medical treatment and assistance to inmates of the adult detention facility; does related work as required. Work is performed under regular supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:**Assisting with inmate medical and dental care; securing medical records; administering medications.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Completes inmate medical screening; performs inmate physical exams; reads and interprets PPD skin test; takes blood pressure, pulses, respirations and patient temperatures; completes daily medical statistics reports; draws blood samples; conducts urine drug screening; supervises medical treatment of inmates.
- Sets up and receives inmate medications; controls access to medications; maintains prescription medication log; distributes medications to inmates.
- Performs inmate sick call; recommends inmate for doctor calls; conducts doctor calls; schedules outside medical appointments; receives and carries out orders from doctors.
- Reviews daily population reports; reviews deputy booking questionnaire; prepares a variety of medical and statistical reports and logs.
- Maintains minimal stock of disposable equipment; submits orders for fixed and disposable medical equipment; maintains and orders disposal of bio-hazardous materials.
- Tracks employee exposure to infectious disease.
- Answers questions from inmates' families regarding inmate medical care.
- Assures transport of the patient to medical and dental appointments.

KNOWLEDGE, SKILLS AND ABILITIES:

Some knowledge of basic care tasks; ability to perform basic measurements of vital signs, weight and height; ability to understand and carry out oral and written instructions; ability to follow prescribed procedures in the use of medical and related equipment; ability to perform routine laboratory work; ability to establish and maintain effective working relationships with associates and inmates.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from high school and some experience in routine medical care.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, and determining the accuracy and thoroughness of work; the worker is subject to inside environmental conditions, noise, vibration, hazards, atmospheric conditions, and wearing a respirator. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Must pass a pre-employment physical, criminal background check and polygraph. Possession of First Aid, CPR and LPN certifications.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable.

Date_____

Name_____

Signature_____

Date_____

Supervisor_____

Signature_____

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